

Directions for entering a CS-129 Reclassify Request

1. Log into the CS-129 website as an Appointing Authority, click on **Begin a New Request** and click **Continue**.
2. In "Type of Position Action Request", select **Reclassify** from the drop down.
3. If applicable check **Yes** for Selective Position Requirement (SPR), Pre-approved Class, and/or P-Rate.
4. Enter **Incumbent's Employee ID** number.
5. Click **Continue**.

The screenshot shows the Michigan Department of Civil Service (MDCS) website. The header includes the MDCS logo, the text 'Department of Civil Service', and the Michigan.gov logo. Below the header, there is a navigation bar with links to 'Michigan.gov Home', 'MDCS Home', and 'Contact MDCS'. The main content area is titled 'Complete the applicable fields below, then click "Continue"'. It features a form with the following fields:

Required	
Type of Position Action Request	Reclassify
Selective Position Requirement (SPR)	<input type="checkbox"/> Yes
Preapproved Class Listing of Preapproved Classes	<input type="checkbox"/> Yes
P-Rate	<input type="checkbox"/> Yes
Incumbent Employee ID #: <i>Not applicable to Establish/Activate, Reclassify/Vacant, and Update/Vacant actions</i>	1072756

At the bottom of the form is a 'Continue' button.

6. Verify information. Enter **Bureau** name (optional), **Division/Office** name (optional) and click **Continue**.

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This information defaults from the employee ID entered	
Employee Name:	Last: ZWEERING First: JESSICA MI: A
Process Level Code:	1901
Process Level Name:	CIV SERV CENTRAL OFFICE
Department Code:	64210
Bureau:	
Division/Office:	

At the bottom of the form is a 'Continue' button.

7. Verify Direct and 2nd Line Supervisor information and click **Continue**.

8. Verify current position code.
9. In "Proposed HRMN Position Description..." select the appropriate **HRMN Position Description, Grade, Pay Schedule and Union** from the drop down.
10. Enter **Proposed Effective Date**.
11. If applicable, select appropriate **Subclass Code** from drop-down menu.
12. Click **Continue**.

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Complete the applicable fields below, then click "Continue"

Required

Current Position Code: PERMALTEA07N

Proposed HRMN Position Description, Grade & Pay Schedule, Union: PERSONNEL MGT SPECIALIST-2, 13, NERE-182, Y99

Proposed Effective Date: 10-22-2006
(example: 99/99/9999)

Subclass Code(s): Choose a Subclass Code Choose a Subclass Code
Subclass Code Descriptions Choose a Subclass Code Choose a Subclass Code

Continue

13. If reclassifying a Manager or Supervisor, verify the subordinate information.

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This information defaults from the direct supervisor code entered

List All Subordinate Position Code(s):

Position Code	Employee ID	First Name	Last Name	Class Title	Level	Supervisor Code
PERMALTEA07N	1090395	ROUSE	NOELLE	PERSONNEL MGT ANALYST-E	9	1901MGRA08
PERMALTAB62N	1072756	ZWEERING	JESSICA	PERSONNEL MGT ANALYST-A	12	1901MGRA08
PERMALTAA78N	1064450	BARRIS	KELI L	PERSONNEL MGT ANALYST-A	12	1901MGRA08
PERMALTAA06N	116416	POQUETTE	VANCE	PERSONNEL MGT ANALYST-A	12	1901MGRA08
PERSPL3A02N	152111	GILROY	ROBERT	PERSONNEL MGT SPECIALIST-3 FZ	14	1901MGRA08

If establishing or reclassifying a manager or specialist position, click in the appropriate checkbox

Specialist Position? Yes ☐

Manager Position? Yes ☒

Continue

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14. If reclassifying a Manager or Specialist see additional directions.

15. Enter notes in the **Appointing Authority Comments** field.
16. Verify your name in the **Prepared By** and **Electronic Signature** field. Verify today's date.
17. Enter your **Phone Number** and click **Submit and Continue**.

Complete the fields below and click "Continue"

Appointing Authority's Comments	<input type="text"/>	
Prepared by:	Last	<input type="text" value="Lisle"/>
	First	<input type="text" value="Marie"/>
Date:	<input type="text" value="12/5/2006"/>	
Phone Number:	<input type="text"/>	Extension: <input type="text"/>
Electronic Signature of Appointing Authority:	<input type="text" value="Marie Lisle"/>	
Date Submitted:	<input type="text" value="12/5/2006"/>	

18. Review all information carefully and make any necessary changes.
19. Click **Submit Action to Civil Service**.
20. Click on **View/Add/Delete an Attachment** to attach all documentation, i.e. Position Description (CS-214) and supporting rational.

Your CS-129 Has Successfully Been Submitted To Civil Service

Go to [View/Add/Delete an Attachment](#) if you wish to view/add/delete an attachment to this request.

[Process Another CS-129 Application](#)

21. Click on **Add Attachment**.

Position Action Request - Microsoft Internet Explorer

Address: http://csintranet.state.mi.us/PositionActionRequest/ViewAttachments.asp?Page=AA&TrackerY

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Add/Review/Delete Attachments

Request or Tracker ID	Request Date Submitted	Request Type	Request Prepared By
233	12/4/2006	Establish/Activate Proposed HRMN Position: YTH CHALLENGE ACADEMY RECR-E, E8 Bureau: OHRS Division:	Marie Lisle

Attachments

No Files Attached to This Request

Add Attachment

Return to CS-129

Print this Page

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http://www.michigan.gov/mdcs/1,1607,7-147---,00.html

Internet

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22. Click on **Browse...** to locate and select a document.

NOTE: Your file name can not contain spaces or symbols.

23. Click on **Attach File to Request**.

24. Click **Continue**.

CS129 Attach Files - Microsoft Internet Explorer

Address: http://csintranet.state.mi.us/PositionActionRequest/uploadFiles.asp

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Upload Files

NOTE: YOU CAN ONLY ATTACH ONE FILE AT A TIME ON THIS PAGE. YOUR FILE NAME CANNOT CONTAIN SPACES OR NON LETTER/NUMBER CHARACTERS.

File Name:

Browse...

Click "Browse" to upload a file, then click "Attach File to Request"

Attach File to Request

File attached:

Click "Continue" to attach more documents or to proceed to the next page

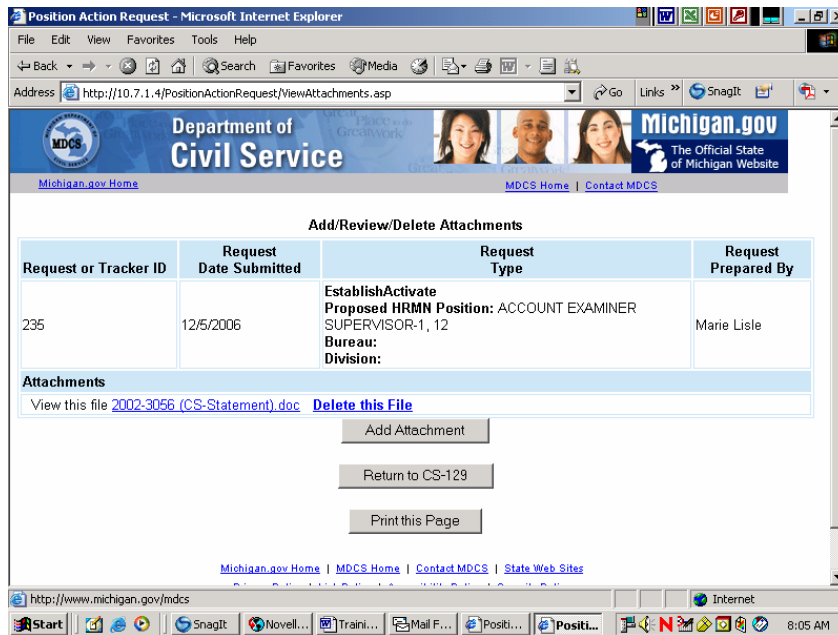
Continue

Internet

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25. If you need to attach additional documents, click on **Add Attachment** and repeat items 21, 22 and 23.

26. If you would like to view the attachment, you must wait 5 minutes before clicking on the document name. To delete an attachment, click **Delete this File** next to the file you wish to remove (there is no waiting time).



27. When finished attaching documents, click on **Return to CS-129**.
28. Click on Close Window or Start a New CS-129.